

72 OCT 1964

**MEMORANDUM FOR:** Deputy Director for Support  
**SUBJECT :** Current Interest Items

**1. Early Retirement Bill**

Our regulations have received full Agency approval except for a green light from the Director to proceed with external coordination. Meantime, we are working on procedures and forms for the initial screening of on-duty personnel for designation as participants on the assumption that the criteria stated in the regulation will not be changed in the process of external coordination.

25X1A9a We are meeting with the Director of Finance early in the week of 12 October to discuss mutual problems in implementing the system. Also, we have briefed [REDACTED] Budget Division on the system generally and our cost projections specifically.

**2. Briefing State Department Personnel Representatives on IAS**

On 8 October the Deputy Director of Personnel briefed three people from State on our operation of the Interim Assignment Section as an assist to them in setting up a similar operation at the Department:

25X1A2g [REDACTED], Assistant Chief, Recruiting and Examining, 25X1A2g  
 25X1A2g [REDACTED] spent about an hour discussing 25X1A9a  
 with them the principles by which we operated and some of the inherent 25X1A9a  
 problems in handling an uncleared Pool, including finding useful work 25X1A2g  
 for the people in the Pool. He also arranged for [REDACTED] to visit 16th 25X1A2g  
 Street for a tour and a briefing by [REDACTED]. 25X1A

**3. "Blue Book" Updating**

We have initiated a project for updating the blue-covered booklet containing the biographic sketches of Principal Officials in the CIA. A number of changes have taken place since the booklet was last revised.

**4. Listing of Senior Officials**

25X1A9a

At the request of [REDACTED] we are reconstructing lists of senior Agency officials (defined for this purpose to include officials down to the level of Deputy Assistant Director, Deputy Staff or Division Chief) as of October 1960, September 1961, April 1962, January 1963, and January 1964.

**5. Retroactive Pay**

We were advised by the office of the Legislative Counsel that the President approved on 8 October 1964 the bill containing the ride to cover categories not covered in the August pay bill for retroactive salary adjustments. This will permit us to complete action required by the pay act.

**6. Recruitment Brochure**

25X1A9a

Page proofs were sent to New York Wednesday, 7 October. [REDACTED] went to New York on 9 October to discuss any final changes to be made. We expect to have a limited number of copies ready for distribution in about two weeks.

DOCUMENT NO. [REDACTED]

NO CHANGE IN CLASS. 

X DECLASSIFIED

CLASS CHANGED TO: TS S C

NEXT REVIEW DATE:

AUTH: HR 70-2

GROUP 1

Excluded from automatic

downgrading

declassification

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7. Fund Drive

As of close of business 9 October 1964, [REDACTED] cards had been  
returned with [REDACTED] pledges totaling \$74,385.60 -- 54 per cent of our goal. 25X9A2

8. Exercise Room

Participation during the week of 5 - 11 October was 22 more than  
the previous week, up to 139 from 117. Collections on the honor system  
continue to be excellent.

We have sold \$29.75 worth of gym clothing since 29 September.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

Distribution:

0 & 1 - Addressee

1 - IG

X - D/Pers Subj

1 - D/Pers Chrono

OD/Pers/[REDACTED] (12 October 1964)

25X9A2

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